

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: TRAINING MANAGER

FSN Grade/step equivalent 11/1 – Base year annual salary
S/.151,764.00 Nuevos Soles

OPEN TO: All interested candidates with Peruvian residency/ work permit

OPENING DATE: November 12, 2014

CLOSING DATE: November 26, 2014

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: **recursoshumanos@peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

***Peace Corps will not accept applications sent by fax.**

Position Summary:

This position reports to Director of Programming and Training (DPT) and Coordinates with Country Director (CD), DPT, APCDs, Director of Manager and Operations (DMO), Peace Corps Medical Coordinators (PCMCs) and all Training Staff.

Responsible for managing the design, implementation and evaluation of pre-service and in-service training activities for Peace Corps / Peru.

Two groups of new Trainees arrive during the course of the year for a total of approximately 100 Trainees each year in pre-service training.

The Training Manager oversees a team of about 11 year-round staff and approximately 15 short term contractors hired for the length of the pre-service Training cycles; and directly supervises 4 year-round staff.

The Training Manager is a member of the Senior Management Team of Peace Corps/Peru (PC/P).

MAJOR DUTIES AND RESPONSIBILITIES:

1. General Management (30%)

The Training Manager (TM) oversees all aspects of the overall PC/ P training program and its staff. S/he establishes and maintains a professional and creative environment to

support the training goals of PC / Peru. S/he is responsible for resources being used in an effective and proper manner in the implementation of the training activities, including the development and monitoring of the Training Center budget in collaboration with the DPT and DMO. S/he will be responsible for Training financial resources, facilities and equipment and oversees that they are properly maintained and reports are submitted as required to the PC/ P central office. S/he will represent training issues with staff and serve as a resource for all staff on the issue. S/ he will follow closely the SOW and DOW provided by PC / P as guidelines for operations. S/ he will apply PC / P and PC/ HQ policies and procedures in all aspects of the administration of Training resources, personnel and the relationship with trainees.

2. Personnel Selection and Supervision (10%)

The TM is responsible for identifying, interviewing, selecting, and training the contract personnel who will implement the training activities. S/he coordinates with PC / Peru DPT and participates in the final contracting process. The TM has overall oversight responsibility to see that contract personnel perform their duties effectively and in accordance with their contractual requirements. S/he is responsible for developing and coordinating a Training of Trainers cycle prior to each pre-service training cycle.

3. Pre-Service Training (PST) design, implementation and evaluation (25%)

The TM takes the lead role in designing the pre-service training program in accordance with the needs identified by PC / P. S/ he will review, revise, evaluate and monitor on an on-going basis a comprehensive set of competencies and learning objectives designed to prepare trainees for volunteer service in Peru. S/ he will design strategic pre-training research to best prepare staff for a new cycle. S/ he will suggest improvements where needed to enhance the effectiveness of training and to maintain the standards of training in accordance with the current standards and practices of Peace Corps worldwide. With his / her staff, S/ he will coordinate periodic Training evaluations to assess how well training needs are being met and will provide timely and professional feedback to PCT / Vs and PC Staff. The TM is responsible for overseeing the Trainee Evaluation process, including the Trainee Assessment Portfolio. The TM will work closely with the DPT and the 5 APCDs, and Master Trainer to assure that training needs are met and to integrate training and programming to the maximum extent possible. Where appropriate, s/he may facilitate/lead specific training sessions with the trainees and / or training PC/ Peru staff.

4. Support to Peace Corps Trainees (PCTs) and Peace Corps Volunteers (PCVs) (10%)

The TM will plan and carry out regular visits to host family communities to provide the necessary support to PCTs. S/ he will coordinate the Safety and Security plan for trainees in collaboration with the Safety and Security Manager, DPT and Master Trainer, and reinforce the need for trainees to internalize what they are learning about safety and security procedures, and the need to adapt their lifestyle if necessary to live and work safely in Peru. S / he is responsible for host families to be properly recruited, screened, oriented and monitored by training center staff on aspects of cultural adaptation, health and security of trainees and coordinate the selection of host family sites in collaboration with the Host Family Coordinator, training center staff and the Safety and Security Manager (SSM). S/he will ensure that everyone, including trainees and host families, understands their respective roles and responsibilities in the Emergency Action Plan (EAP). S/ he will coordinate with PCMCs on issues related to the health of trainees; provide encouragement and moral support to trainees; and demonstrate concern for their personal well-being. S/he will refer trainees to a PCMC when necessary for counseling or more extensive emotional support.

5. In-service Training (IST) for PCVs and Staff training (Staff & PCV Development) (15%)

The TM and the Master Trainer will assist in the design, implementation and evaluation of in-service trainings, in coordination with Programming staff. S/ he oversees the big picture training continuum from PST through Close-of-Service (COS). With his / her staff, S/ he will coordinate Training evaluations to assess how well training needs are being met and will provide timely and professional feedback to PCT / Vs and PC Staff. S /he organizes and co-facilitates the COS Conference. S /he coordinates and/or implements staff training as required, in coordination with the DPT.

6. Other duties and Responsibilities as assigned (10%)

The TM will participate in a variety of other activities from time to time as required by Peace Corps. These may include international conferences or workshops and / or the preparation and submission of reports on training activities to Peace Corps / HQ or Peace Corps / Peru, in particular the Annual Training Status Report. This will include the participation in safety and security, and emergency action activities. S/ he will participate in PC / P Senior Staff and Programming and Training meetings. The TM also participates in the post strategic planning process as a member of Senior Staff.

7. Safety and Security

Ensures safety and security competencies are incorporated and actively integrated in PST and IST programs. Ensures that the global core sessions are incorporated into PST

and that relevant staff participate. Evaluates and documents effectiveness of training, including PCV/T progress on safety and security competencies. Working with CD, DPT, relevant APCDs/PMs, and Safety and Security Manager (SSM) develops, assesses and redesigns competencies and training sessions as required. Ensures that safety and security systems for pre-service training are in place, including evaluation of homestay sites and the orientation of host families. Provides training to trainers and other staff, practicum partners, local officials, and PCTs, regarding their roles and responsibilities related to PCV/T safety and security. Identifies and immediately communicates Volunteer safety and security concerns and issues to the SSM and the Country Director (CD). **Participates in the design and implementation of the Emergency Action Plan (EAP).** Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

8. Availability

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

REQUIRED QUALIFICATIONS

1. Education:

University degree in Education or related field required, and/ or equivalent experience and continued education in adult non-formal educations.

2. Experience:

A minimum of six year experience in a multi-component adult training, competency based program, preferably in a developing country. Progressive responsibility including supervision, management, and administration of a training center.

3. Post entry training:

This job holder should receive knowledge about the Peace Corps philosophy and training system, PC policies and regulations.

4. Language proficiency:

English: Level IV (Fluent)

Spanish: Level III (Good working knowledge)

5. Knowledge:

Knowledge of adult participatory education for transferring information and skills to PC trainees and volunteers. Knowledge of the Peruvian culture is required as is knowledge of the Peruvian social, political, economic, legal structure. Incumbent should be able to identify differences and similarities between U.S. and Peruvian customs and practices. The contractor should know the PC philosophy and training system, policies and regulations. Contractor should be able to identify the need for counseling for personal adjustment issues, and be comfortable discussing and providing suggestions on a wide variety of topics, including trainee expectations in dealing with foreign bureaucracy, human sexuality, as well as responding to emergency situations and personal safety.

6. Skills and abilities:

Must be a very resourceful and creative individual, who can design different flexible options to respond to training needs in a scenario of scarce resources. Must be able to develop and maintain high, intermediate, regional and rural level contacts in the public and private sectors. Must be able to creatively design prepare and implement clear and precise training documents and reports, and must be able to analyze and evaluate training data. Must be able to negotiate with host country and local development agencies to increase collaboration with a lens towards sustainable development. Must also be able to objectively provide feedback, counseling and technical advice, and must be able to understand and relate well to local and US culture.